

Understanding GEOS Account Groups and Types

GEOS has two account groups for the regulated community – Responsible Official (RO) and Preparer. There are also four account types: Preparer, Responsible Official for NPDES, Responsible Official for Title V, and Responsible Official for SIP. Your access to these account types will be determined by the account group you belong to. This relationship is illustrated in the table below.

Account Group	Account Type
Preparer	Preparer
Responsible Official	Responsible official for NPDES, Responsible official for Title V, and Responsible Official for SIP

Your account type determines what actions you can perform in GEOS.

User Type	Purpose	Account Privileges
Preparer	Prepare applications for facilities as assigned by an RO.	<ul style="list-style-type: none">• View and prepare applications• Review submitted applications• Track the status of submitted applications• Track issuances
Responsible Official (RO)	Certify and submit applications for their associated facilities.	<ul style="list-style-type: none">• View and prepare applications• Review submitted applications• Track the status of submitted applications• Track issuances• Certify and submit applications• Designate consultants as Preparers for their facility

Note:

An RO can maintain only one User Account. However, this one account may be assigned RO privileges for certain facilities and preparer privileges for others. If an RO plans to certify a submittal, they must

first make sure that their account has been approved by the EPD as the RO account for that facility. The preparer cannot submit an application, but may prepare applications for a single or multiple ROs with whom they are associated. The types of applications and facilities that the preparer can make applications for are all defined by the RO. Additionally, one RO may be designated as a preparer for another RO.